

HAZARDOUS MATERIALS SPECIALIST

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: February 4, 5, 10, 2003

Collective Bargaining Identification: R10

Job Analysis Conducted By: Connie Arjil, Staff Services Manager I
Personnel Examining Section

Number of Incumbents: There are nine incumbents in this classification
per Department of Corrections Filled/Vacant
Position Report dated 11/30/02

Names of the Subject Matter Expert(s) and their background:

DONALD A. WILCOXEN, HAZARDOUS MATERIALS SPECIALIST, DEUEL VOCATIONAL INSTITUTION

Mr. Wilcoxen has worked for the Department of Corrections for over 15 years. He has worked as a Hazardous Materials Specialist for 10 years.

KENT GARNER, STAFF SERVICES MANAGER I, OFFICE OF ENVIRONMENTAL, HEALTH AND SAFETY

Mr. Garner has worked for the Department of Corrections for five years. He has supervised Associate Hazardous Materials Specialists for two years.

DON ANDERSON, ASSOCIATE HAZARDOUS MATERIALS SPECIALIST, OFFICE OF ENVIRONMENTAL, HEALTH AND SAFETY

Mr. Anderson has worked for the Department of Corrections for 10 years as an Associate Hazardous Materials Specialist.

**MARLENE BISCHOFF, ASSOCIATE HAZARDOUS MATERIALS SPECIALIST,
OFFICE OF ENVIRONMENTAL, HEALTH AND SAFETY**

Ms Bischoff has worked for the Department of Corrections for 13 years. She has worked as an Associate Hazardous Materials Specialists for two year and one half years.

HAZARDOUS MATERIALS SPECIALIST INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- California State Personnel Board Specification
- Duty Statement
- State of Ohio
- State of Delaware
- State of New Hampshire
- State of South Carolina

Other sources were viewed for information (e.g. Department of Corrections Personnel Operations and other State civil service websites); however, the information was not relevant to the job analysis and therefore not included.